

**Desk Review of 2012-2013  
ESEA Waiver Parent Notifications - Schools**

This checklist is divided into three parts: Part I- Status Notifications, Part II-Public School Choice, and Part III-Supplemental Educational Services. Schools in the **Focus and Priority** stage of improvement should have notifications for Status, Choice, and Supplemental Educational Services (SES).

Place an X in the "Yes" box in each applicable part if this information was provided in the notification. Place an X in the "No" box if the information was not included. In the comments section, enter any recommendations for improving the notification.

**District:**

**School:**

**Status:** *Focus or Priority (circle one)*

	<b>Yes</b>	<b>No</b>
A statement that names the improvement status and meaning of the improvement status		
An explanation of how the achievement levels at this school compare to those of other schools in the district and state in terms of academic achievement of its students		
The reason(s) for the school being identified for improvement, such as insufficient participation in assessments or one or more subgroups not meeting academic proficiency targets		
An explanation of how parents can become involved in addressing the academic issues that led to identification for improvement		
An explanation of what the school is doing to address the problem of low achievement ( <b>Notification to public and parents</b> )		
An explanation of what the LEA is doing to help the school address this problem ( <b>Notification to public and parents</b> )		

**Comments**

## **Part II: Public School Choice**

**District:**

**School:**

**Status:** *Focus or Priority* (circle one)

	<b>Yes</b>	<b>No</b>
Send notification to parents in advance of, but no later than, 14 calendar days before the start of school through such means as regular mail or email <u>and</u> through broader means such as the Internet, the media, and public agencies		
Provide an explanation of the public school choice option to all parents whose children are enrolled in a Title I school identified for school improvement, corrective action, or restructuring		
Inform parents that their child is eligible to attend another public school and may receive transportation to the school		
Identify each public school, which may include charter schools, that parents may select		
Include information on the academic achievement of the schools that parents may select		
Describe the procedures and timelines that parents must follow in selecting a school		
Provide an explanation of how transportation to the new school will be provided and, if necessary because of insufficient funds to accommodate all children, include information on how the district will set priorities in order to determine which eligible students receive transportation		
Explain how parents are to communicate their choices using standard mail, fax Internet, etc.		
Inform parents of how they will receive confirmation that their communication regarding Choice has been received		
Provide the name, phone number and email address of a designated person whom the parents may contact if they have questions		

**Comments:**

### **Part III: Supplemental Educational Services (SES)**

**District:**

**School:**

**Status:** *Focus or Priority* (circle one)

An LEA should work to ensure that parents have comprehensive, easy-to-understand information about SES. This notice to parents must:

	<b>Yes</b>	<b>No</b>
<b>1. Explain how parents can obtain SES for their child in clear, concise language that parents can understand. The explanation must:</b>		
<ul style="list-style-type: none"><li>• Include who is eligible for services</li></ul>		
<ul style="list-style-type: none"><li>• State why services are being offered to low income students at said school</li></ul>		
<ul style="list-style-type: none"><li>• Be in a uniform format (including alternate formats upon request (Visual/Audio))</li></ul>		
<ul style="list-style-type: none"><li>• Be communication that is clearly distinguishable from other information on school improvement that an LEA sends to parents</li></ul>		

	<b>Yes</b>	<b>No</b>
<b>2. Identify each approved SES provider within the LEA or in its general geographic location, including providers that are accessible through technology, such as distance learning</b>		
<ul style="list-style-type: none"><li>• Describe the procedures and timelines that parents must follow to select a provider to serve their child</li></ul>		
<ul style="list-style-type: none"><li>• Include where and when to return a completed application</li></ul>		
<ul style="list-style-type: none"><li>• Include when and how the LEA will notify parents about enrollment dates and start dates</li></ul>		
<ul style="list-style-type: none"><li>• Include whom to contact in the LEA for more information</li></ul>		
<ul style="list-style-type: none"><li>• If an LEA anticipates that it will not have sufficient funds to serve all eligible students, it should also include in the notice information on how it will set priorities in order to determine which eligible students receive services</li></ul>		

	Yes	No
<b>3. Describe briefly the services, qualifications and evidence of effectiveness for each SES provider. The description must also include:</b>		
• The grade levels each provider will serve		
• The subjects in which services will be provided		
• Where and when each provider will offer its program		
• How many sessions each provider will offer and how long each session will last		
• The pupil/tutor ratio for each provider		
• The qualifications of a provider's tutors, if available		
• Whether a provider operating off-site will offer transportation for students and		
• Whether a provider is able to serve students with disabilities and 504 Plans or LEP students		

	Yes	No
<b>4. Include an explanation of the benefits of receiving SES. Districts are encouraged to include the following as benefits:</b>		
• Free tutoring that can be tailored to the particular academic needs of each participating student, at no cost to parents		
• Parents are allowed to select the approved SES provider of their choice that best meets their child's academic needs and		
• The student will be in a safe environment that makes productive use of their out-of-school time		

**Comments:**